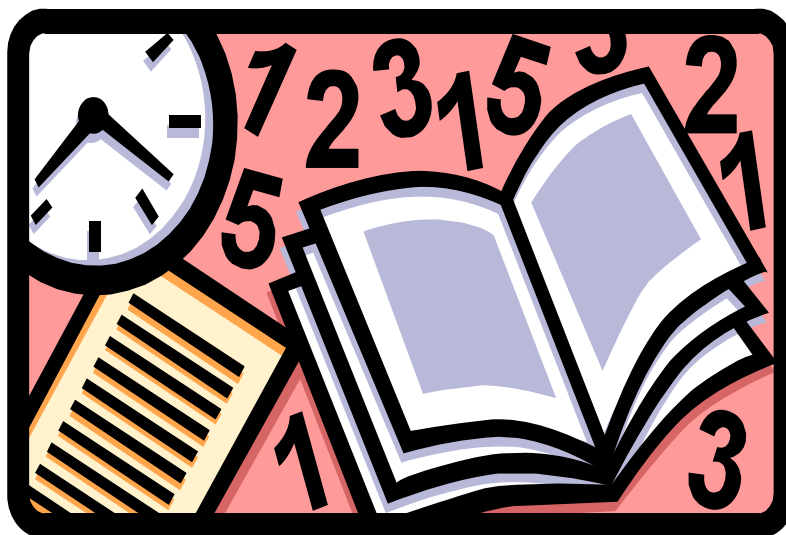


REPORTING REQUIREMENTS AND TIMELINE



CHAPTER 2

REPORTING REQUIREMENTS AND TIMELINE

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SUMMARY OF NSLP REPORTING AND RECORDKEEPING REQUIREMENTS

This chapter discusses various reporting and record keeping requirements.

NOTE: All records must be retained for the current year and the three previous years. These records must be available for audit purposes or review by the USDA or the state agency.

Keep records for current year and three previous years. When closing out the current fiscal year, discard the oldest previous year, unless you are in an audit process. Example: when closing out 2007 and starting 2008, discard the records from 2004 but save 2005, 2006, and 2007. Store records by fiscal year - July 1 through June 30. Records must be readily accessible. If a program is being audited or investigated, the records must be retained for the period in question until the audit or investigation is closed.

For sponsors who are participating in Provision breakfast and/or lunch, all base year documentation (free and reduced meal applications, meal count records, reimbursement claims, etc.) must be kept for as long as the sponsor operates under the provision meal program plus three (3) additional years.

	SUBMITTED TO STATE AGENCY	MAINTAINED AND ON FILE WITH SPONSOR
Daily		Income Applications Benefit Issuance Roster Meal Counts and Edit Checks Production Records Temperature Logs: <ul style="list-style-type: none"> • Prepared Menu Items • Freezers • Coolers • Storerooms
Monthly	Reimbursement Claim	Revenue/Expenditure Records
Annually	Program Renewal Documents FSMC Contract or Addendum (if applicable) Civil Rights Compliance Report Verification Summary Report Eligible Participants Report	Civil Rights Complaint Log Verification Documentation Point of Service Site Review Food, Supplies & Equipment Bids Annual Storage Facility Self Evaluation Form
As Needed	Response to Review Findings	Documentation of Employee Training Accountability Procedures Completed After School Snack Site Review Forms

DETAIL OF NSLP REPORTING AND RECORDKEEPING REQUIREMENTS

DAILY REPORT OR ACTION
<p>Daily Production Records (complete and keep on file)</p> <p>Records nutrition accountability of the meal. Required for every reimbursable meal planned and served. Masters are at www.sde.idaho.gov/child on the NSLP tab and in Chapter 27 of the Idaho School Food Service Manual.</p>

MONTHLY REPORT OR ACTION
<p>Reimbursement Claim Form - Submit on CNP 2000 monthly, but not later than 60 days from last day of claim period.</p> <p>Sponsors request for payment for reimbursable student meals. In case of errors or changes, revised claims must be submitted within 60 days of the deadline or <u>you may lose reimbursement.</u></p>
<p>Reimbursement Accuracy Checklist (RACS) (complete and keep on file)</p> <p>A manual edit check to be completed monthly before filling out the Reimbursement Claim Form. Manual Form is required unless edit check is part of an automated POS. Not required for August and September claim. See Chapter 7 of the Idaho School Food Service Manual for instructions and Chapter 27 for master forms.</p>

DUE DATE	ANNUAL REPORT OR ACTION
August 20	<p>USDA State Match Report (FICA) (submit to SDE)</p> <p>Proof that State of Idaho has met the matching funds needed to operate Child Nutrition Programs. This report is submitted by sponsor's Business Office to the SDE Finance Office.</p>
October 15	<p>Civil Rights Compliance Report (submit on CNP 2000)</p> <p>Reports race and ethnicity of students on Free or Reduced meal by applications on file as of October 1st. Applicants not responding to race/ethnic data collection are listed as "Not marked on application." This report includes questions on Civil Rights procedures.</p>
November 15	<p>Verification Report (submit on CNP 2000)</p> <p>Only required for those sites that collect Free and Reduced Priced Meal Applications. Sponsors select a sampling method to verify the accuracy of income and other data on Free and Reduced meal applications on file as of October 1st. Results are reported by November 15th.</p>

DUE DATE	ANNUAL REPORT OR ACTION
February 1	<p>Point of Service Site Review (complete and keep on file)</p> <p>Monitoring form completed by sponsor to review personnel on Point of Service and meal counting process for the National School Lunch program. Only one review per monitor per day. Each cashier at each site is reviewed on a separate form.</p>
1 st Friday in March	<p>Free/Reduced Eligible Participants (submit on CNP 2000)</p> <p>Entered on CNP 2000 by the 1st Friday in March. Report lists enrollment and Free/Reduced students on file by site as of March 1.</p>
2 nd Friday in May	<p>CNP 2000 Sponsor Application Renewal (submit on CNP 2000)</p> <p>Provides State Agency with sponsors contact information and other data on the Meal Programs operated by the sponsors.</p>
2 nd Friday in May	<p>CNP 2000 Site Application (submit on CNP 2000)</p> <p>Call the SDE Child Nutrition Programs office if you open a new school. Provides State Agency with information on sponsors individual sites including meals offered, point of service, severe need breakfast information, menu planning information, and Provision meal option.</p>
2 nd Friday in May	<p>Renewal Agreement Download form from www.sde.idaho.gov/child on the NSLP tab.</p> <p>Agreement to operate Child Nutrition Programs. Only authorized signers listed on the agreement can change applications, submit reimbursement claims and sign forms either by hardcopy or electronically. For security reasons, contact State Agency immediately with any changes.</p>
2 nd Friday in May	<p>Severe Need Breakfast (apply on CNP 2000 Site Application)</p> <p>To qualify for Severe Need Breakfast, a site must have 40% or more of its reimbursable National School Lunch Program (NSLP) lunches in the second preceding school year served to children eligible for free or reduced price meals. Sponsors can apply throughout the year.</p>

DUE DATE	ANNUAL REPORT OR ACTION
Due dates may vary	<p>After School Snack Program Review Form (complete 2 reviews per year and keep on file)</p> <p>Monitoring form completed by sponsor to review personnel on Point of Service meal counting process and the menu served at After School Snack program sites. The first review is completed within the first 4 weeks of beginning the snack program for the fiscal year. The second review is completed before the end of the fiscal year. Master review form is in Chapter 27 of the Idaho School Food Service Manual.</p>
Due dates may vary	<p>Annual Storage Facility Self-Evaluation Form (complete and keep on file)</p> <p>Checklist to evaluate condition of coolers, freezers, dry storage areas and condition of supplies. Master form in Chapter 27 of the Idaho School Service Manual. Usually completed when kitchen closes down at end of year.</p>

IMPORTANT NOTE: Reimbursement can be held if paperwork is not received by the due date.

Call the SDE Child Nutrition Programs office if you have questions on any forms or reports.

NSLP Filing System for Child Nutrition Program Reports

On this page is a suggested filing system for organizing records. This system shown is not mandatory but makes sure that all the records that are required in the regulations are readily available. The system may be adapted to meet the needs of each individual NSLPI.

- Benefit issuance lists documenting enrolled, withdrawn, and eligibility changes

- Civil right complaint log and policy

- Contract Agreement update with state agency

- Edit check forms, RACS or approved alternate

- Financial records (folder for each category)

 - Bank statements and canceled checks

 - Claims for reimbursement (in chronological order)

 - Inventories of purchased food and non-food item (amount and value)

 - Receipts and invoices for food and supplies

 - Receipts of program income

 - Time sheets and earning statements of employees

- Food Production Records (in chronological order)

- Free and Reduced Price Meal Eligibility forms

- Income eligibility guidelines (current, effective July 1 each year)

- Meal counts (taken at point-of-service daily and totaled daily and monthly)

- Menus (substitutions noted)

- Menu Analysis if Nutrient Standard or Assisted Nutrient Standard - Nutrition Analysis for processed food products

- Pest control treatment record (not required, but handy to have)

- Sanitation inspections (issued by Health Department)

- Records of training sessions for employees

- Wellness Policy